# Chapter 6C

# SUBDIVISIONS AND PLANNED UNIT DEVELOPMENTS: FINAL PLAT AND FINAL ENGINEERING PLAN CONTENT AND APPROVAL PROCESSES



## 6C.1 Subdivision/PUD Final Plat Process

### 6C.1.1 Purpose

The purpose of a final plat is to indicate the final layout of a subdivision/PUD and to depict proposed streets, lot lines, easements, and signatures of approval. A final plat shall be drawn in general accordance with the approved preliminary plat. A final plat, upon recording, legally creates the subdivision/PUD. Minor changes may be made to the final plat in order to accommodate necessary site improvements and engineering requirements, subject to the approval of the Community Development Director.

### 6C.1.2 Final Plat Procedure

A. After approval of a preliminary plat by the City Council and the fulfillment of the requirements of these regulations, written application for final plat review shall be made in the manner prescribed by the City. The application shall be accompanied by required supporting data, plans, and other required information and shall be presented to the Community Development Director. Said application materials shall be submitted at least 45 days prior to the regular meeting at which they are expected to be considered by the Plan Commission.

B. A final plat shall be in substantial conformance with the approved preliminary plat. A final plat may be for the entire development site or may be submitted in phases for a portion of the site. A final plat for a phase of a subdivision/PUD shall conform to all requirements and regulations contained in this Chapter and with Woodstock's engineering standards and specifications in effect at the time of plat consideration, regardless of when the preliminary plat was approved.

C. Final engineering plans shall be substantially approved by the City Engineer prior to final plat consideration by the Plan Commission and City Council. The City Engineer may approve final engineering plans subject to specific revisions and/or conditions.

D. The final plat and any supporting data shall be reviewed by the Community Development Director to determine its compliance with these regulations and that it is in substantial conformance with the approved preliminary plat. Once the final plat and any required supporting data are deemed complete, it shall be submitted to the Plan Commission for consideration. A final plat shall not be presented to the Plan Commission until it has

been determined that there are no outstanding invoices, liens, or similar financial encumbrances on the subdivision/PUD site which are payable and due to the City.

E. The Plan Commission shall review the final plat to determine that it is in substantial conformance with the approved preliminary plat. The Plan Commission shall approve, approve with conditions, or deny approval of the final plat, or indicate why action cannot be taken. Such action shall occur within thirty (30) days following the date on which the final plat is placed on a Plan Commission meeting agenda and consideration of the final plat commences. This time frame may be extended to a specific date at the request of the Plan Commission subject to the petitioner agreeing to such extension. The Plan Commission's action shall be valid for twelve months, within which time the final plat shall be presented to the City for City Council consideration. Failure to present the final plat to the City Council within this time frame shall result in said plat being void.

F. If the Plan Commission does not approve a final plat or does not make a decision, the Community Development Director shall notify the applicant of the effect of the Commission's action, the reasons for said action, and directions for continuing the final plat approval process.

G. Regardless of the Plan Commission's action, the City Council shall approve, approve with conditions, or disapprove the final plat. The City Council's action shall occur within thirty (30) days following the date on which the final plat is placed on a City Council meeting agenda and consideration of the final plat commences. This time frame may be extended to a specific date at the request of the City Council subject to the petitioner agreeing to such extension. Approval of a final plat by the City Council is valid for a time period of one year, within which time the final plat must be recorded.

H. If final plat approval is applied for in phases, application for all subsequent phases shall be made no later than 6 years after preliminary plat approval has been granted. If application for approval of final plats for subsequent phases has not been made within the specified deadline, the preliminary plat shall expire for that phase. Upon application by the owner of the property, the Plan Commission may extend the applicable submission deadline for a specific phase.

I. Construction of required improvements may commence only after the final plat and supporting data have been recorded with the McHenry County Recorder of Deeds, the appropriate improvement guarantee has been filed, and certified copies of the plat have been submitted to the City. General site preparation activity may be approved by the City Engineer at the City Engineer's discretion if the appropriate improvement guarantee has been filed.

J. No building permit shall be issued on any lot until the final plat has been recorded, and required public improvements and infrastructure are installed and functioning, including but not limited to curbs and gutters, street base/binder course, storm water detention/retention facilities, storm sewers, sanitary sewers, water mains, and essential private utilities. The Community Development Director may approve the start of footing and foundation activity and the installation of underground sanitary sewer and water services prior to the installation of all public improvements if the Community

Development Director determines that such activity can commence without any threat to the public health, safety, or welfare.

K. The City, at its discretion, may require the establishment of a "back up" special service area (SSA) in order to provide funds necessary to support the maintenance and upkeep of land set side, dedicated, or used for required utilities and development improvements. Such a requirement may be a condition of final plat approval and the creation of such an SSA shall occur prior to the sale of individual lots or building sites.

### 6C.1.3 Final Plat Content

The final plat submittal shall include the following material, except as may be waived by the Plan Commission or City Council. The final plat and required submittals, except for the final engineering plan submittal, shall be presented for review by the Community Development Director prior to the final plat being presented to the Plan Commission.

A. Application. If not previously submitted and on file with the City, the developer shall complete and submit a Development Review Application which may be obtained from the Community Development Department.

B. Final Plat Submittals. The following information and documentation is required in order to proceed through the final plat review and approval process. Requirements for Final Engineering Plans and Reports are set forth in Section 6C.2 of this Ordinance.

**1. Final Plat.** The final plat shall be prepared by a registered Illinois Licensed Surveyor on sheets measuring no more than 24 inches by 36 inches, unless the size of the subdivision/PUD necessitates larger sheets or a change in scale as determined by the Community Development Director. A graphic scale of 1 inch equals 100 feet or less and a north arrow shall be provided, and linear dimensions shall be given in feet and decimals of a foot. Area dimensions shall be given in acres or square feet. The final plat shall contain the following information:

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| a. | The title of the plat; the name of the subdivision; the name of the owner and of the surveyor; the date of the original design along with the date(s) of all subsequent revisions, if any. |
| b. | The location of the property comprising the subdivision indicated by quarter-section, section, township, range, meridian, county, and state, and by legal description of the proposed subdivision by (1) distance, bearings from true north, or angles with reference to a corner or corners established in the U.S. Public Land Survey, or (2) by a land division description as shown on the recorded deed or derived there from. |
| c. | A boundary survey of the property comprising the subdivision and showing angles, bearings, azimuths, dimensions and curve data of all existing property and right-of-way lines; the location of all existing recorded easements on the property, if any; a description and location of all survey monuments sufficient to reproduce any line or re-establish any monument in the subdivision or enough information shall be provided so that the required data may be derived by simple calculation. |
| d. | Proposed platted improvements, including:<br><br>▪ The layout, design and dimensions of all proposed lots, with lots numbered consecutively and gross lot area provided. |

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| | ▪ The layout and design of all proposed public and private road right-of-way, right-of-way widths and cul-de-sac radii, and proposed street names.<br>▪ The size and type of proposed utility, drainage, and storm water management, wetland preservation, access, and other easements.<br>▪ Open space areas shall be identified by type (such as natural resource protection area, private park site, etc.) and designated as outlots.<br>▪ All lands to be dedicated for schools, parks, or other public purposes shall be identified.<br>▪ A statement indicating the number of lots and outlots, the total area of the subdivision, and the area dedicated as public street right-of-way, and the area designated for open space purposes. |
| e. | Certificates and signature blocks, including:<br><br>▪ Owner's certificate and signature block.<br>▪ Surveyor's certificate and signature block, including statements by an Illinois registered surveyor that required monuments have been set, whether the site is within the City of Woodstock, and whether any part of the site is in a floodplain as identified by the Federal Emergency Management Agency (FEMA) and as referenced on specific FEMA Flood Insurance Rate Map panels.<br>▪ County Clerk's certificate and signature block.<br>▪ County Recorder's certificate and signature block.<br>▪ Plan Commission certificate and signature block.<br>▪ City Council certificate and signature block.<br>▪ Drainage certificate and signature block, signed by owner and engineer.<br>▪ A "Plat submitted for recording by..." certificate suitable for designating the name and address of the individual submitting the final plat to the County Recorder for recording purposes.<br>▪ School District certificate.<br>▪ If the property abuts a State highway or State maintained road, an Illinois Department of Transportation certificate and/or signature block may be required prior to recording of the final plat. If the property abuts a County maintained road, a McHenry County Engineer and/or signature block may be required prior to recording of the final plat.<br>▪ Maintenance certificate granting the City the authority to enter storm water management facility areas, open space areas, and similar areas of the subdivision in order to repair and/or maintain common features. |
| f. | Reference notes indicating the name and document number assigned by the County Recorder for any agreements, covenants, and/or restrictions, if any, affecting the proposed subdivision/PUD shall be provided. |
| g. | When the subdivision/PUD contains easements for public utilities, open space, wetland areas, and locations of dedicated ingress/egress routes, language granting use of such easements to all applicable utility companies shall be provided. |
| h. | When a subdivision/PUD contains storm water management facilities and other open space areas that are intended to be maintained by a property owner's association or conservation group, covenants and restrictions regarding said association or group and its maintenance duties shall be provided. The covenants and restrictions document shall be reviewed by the City Attorney. |
| i. | Within a residential subdivision/PUD, no lot shall be approved, recorded, or sold within the development until a declaration of covenants and restrictions or other document, necessary to establish a permanent homeowners association responsible for the care and maintenance of open space has been approved by the City and has been executed. In lieu of such a homeowners association, the City may approve the use of a conservation organization which shall be responsible for owning or otherwise having jurisdiction over the open space for purposes of care and maintenance. A statement of covenants and |

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| | restrictions addressing this requirement shall be provided. |
| j. | Final IDNR consultation results and reports. |

## 6C.2 Subdivision/PUD Final Engineering Plans

Final engineering plans, prepared in accordance with City of Woodstock public improvement standards and specifications, shall be submitted on sheets measuring no more than 24 inches by 36 inches, unless the size of the subdivision/PUD necessitates larger sheets or a change in scale as determined by the City Engineer. A graphic scale and north arrow shall be provided and linear dimensions shall be given in feet and decimals of a foot. Area dimensions shall be given in acres or square feet. The City Engineer may require revisions to approved final engineering plans or additional site engineering improvements due to unforeseen site conditions, physical features, and/or off-site factors which were not anticipated or adequately addressed during the preparation, review, and approval of final engineering plans.

The plans required by this subsection shall be numbered consecutively and bound into a package that will include the information and sheets listed as (a) through (g) below.

***Commentary:***

*When special circumstances exist or where existing conditions justify additional engineering details not otherwise required in this Chapter, the City Engineer may impose further engineering plan and improvement requirements. The City Engineer may also require that proposed public improvements comply with the recommendations set forth in the City's water, storm water, and sanitary sewer system master planning documents.*

Based on the design of the proposed development and its environmental and physical characteristics, the City Engineer may waive all or a portion of this information or may require additional information. Additional sheets may be provided to portray information unique to the proposed subdivision/PUD. Each sheet shall have a title block that identifies the name of the subdivision/PUD, the title of the sheet, the sheet number and the name, address, and telephone number of the design engineer. The date of the original design and any revision dates shall be listed. Revisions as indicated in the revision block shall be noted clearly on all applicable sheets. The following subsections detail the information required on each of the sheets. Any other additional information required by the City Engineer shall also be provided.

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| a. | Cover Page labeled "Cover Page," which shall include:<br>▪ A location map depicting the location of the subject property in relation to the City of Woodstock and major roads, and the Parcel Identification Number(s)<br>▪ An index of all the following sheets and a legend of all symbols and abbreviations used in the plans.<br>▪ The imprinted seal, signature, and license expiration date of the professional engineer responsible for preparing the plans.<br>▪ Required general notes, required by the City Engineer as applicable. |
| b. | Overall Plan (if required) labeled "Overall Plan," which shall include a depiction of the layout of all lots and road rights-of-way, lot numbers, road names, water mains, sanitary sewers and storm sewers drawn to a scale that is easily read and which can be portrayed |

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| | conveniently on a single 24 inch by 36 inch sheet. Match lines shall be provided if the overall plan is drawn at a scale of 1 inch equals 50 feet and on multiple sheets. If platted or constructed in phases, the perimeter of each phase shall be designated. |
| c. | Existing Conditions labeled "Existing Conditions," which shall include the same existing conditions information required as part of the preliminary plat submittal. |
| d. | Grading and Drainage Plan labeled "Grading and Drainage Plan," which shall include the following information:<br><br>▪ Existing conditions as set forth on the Existing Conditions Plan.<br>▪ Platted improvements, including the location of proposed lots, road rights-of-way and easements, including lot numbers and street names.<br>▪ Engineered improvements, including the location of proposed structures, roads, sidewalks within the road right-of-way and other impervious surfaces.<br>▪ Phase limits if the subdivision/PUD will be platted or constructed in phases.<br>▪ Grading and drainage improvements, including the following:<br><br>➢ Topographic survey with contours at not greater than 1 foot intervals. Proposed spot elevations shall be provided at all breaks in grade and where necessary to indicate grade changes in areas of low relief.<br>➢ Off-site drainage areas, points of discharge and entry, velocity of flow and flow quantities.<br>➢ Indications of flow in all existing and proposed swales and drainage ways, including the slope of channel and existing and proposed cross-sections and profiles.<br>➢ The location of all existing streams and floodplains to be maintained, and proposed channels to be constructed, including specifications and dimensions of proposed channel modifications, locations and orientation of cross-sections and profiles.<br>➢ The location of all existing detention basins to be maintained, enlarged or otherwise altered, and proposed basins and their design showing the length, width and dimension; berm elevations; normal and high water elevations, bottom slope elevation, control structure details, and 1 foot contours.<br>➢ The location, type, length, size and slope of proposed storm sewers and culverts, if any, together with all related structures, including rim and invert elevations.<br>➢ Proposed culverts and bridges, their materials, elevations and waterway openings.<br>➢ Cross-sections of all existing and proposed channels or other open drainage facilities showing the elevation of the existing land and the proposed changes thereto, together with the calculated high water elevations expected from stormwater overland flow, and the relationship of structures, roads and other utilities.<br>➢ Drainage calculations and, if required by the City Engineer, water system modeling data and information.<br>➢ The limits of grading and other construction activity.<br>➢ Pavement elevations at each 100-foot center line station point, at street intersections and at the center of cul-de-sacs, and indications of direction of stormwater flow. |
| e. | Field Tile Survey/Report which shall be labeled "Field Tile Survey/Report" and which shall indicate existing field drainage tiles located by means of trenching and other appropriate methods. Field tiles disturbed during the site development process must be reconnected by those responsible for their disturbance, unless the approved drainage plan allows for their relocation. The Field Tile Survey/Report shall include the |

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| | following information:<br><br>▪ A topographic map depicting the location of each trench and identified to correspond with the tile investigation report and field staked at no less than 50 foot intervals.<br>▪ Location of each drain tile with a flow direction arrow, tile size and any connection to adjoining properties.<br>▪ A summary of the tile investigation report showing trench identification number, tile size, material and quality, percentage of tile filled with water, percentage of restrictions caused by silting, depth of ground water, and soil texture at grade.<br>▪ Name, address and telephone number of person or firm conducting tile location investigation. |
| f. | Natural Resource Protection/Soil Erosion and Sediment Control Plans which shall be labeled "Natural Resource Protection/Soil Erosion and Sediment Control Plan" and shall be prepared as an overlay to the Grading and Drainage Plan described above. For the purpose of legibility, the Grading and Drainage Plan shall be screened before the addition of the Natural Resource Protection/Soil Erosion and Sediment Control information required by this section. The natural resource protection portion of the plan shall include the following information:<br><br>▪ The location and extent of all natural resource protection areas and the location, type and nature of all temporary and permanent measures and practices utilized to protect natural resource protection areas from development activities.<br>▪ The location of all trees which are to be preserved and the type and nature of all temporary and permanent measures and practices utilized to protect individual trees and stands of trees from development activity.<br>▪ A table indicating the gross area prior to development and land disturbing activities of each identified natural resource,<br>▪ The net area prior to development of each identified natural resource area, and<br>▪ The percentage of each natural resource area that is protected.<br><br>The soil erosion and sediment control portion of the plan shall include the following information:<br><br>▪ The location and description, including standard details, of all sediment control measures and design specifications of sediment basins and traps, including outlet details. The drainage area tributary to each sediment control measure shall be delineated on the plan.<br>▪ The location and description of all soil stabilization and erosion control measures, including seeding mixtures and rates, types of sod, method of seedbed preparation, expected seeding dates, type and rate of fertilizer application, kind and quality of mulching for both temporary and permanent vegetative control measures, and types of non-vegetative stabilization measures.<br>▪ The location and description of all runoff control measures, including diversions, waterways and outlets.<br>▪ The location and description of methods to prevent tracking of sediment offsite, including construction entrance details, as appropriate, and a description of dust and traffic control measures.<br>▪ The locations of stockpiles and description of stabilization methods, and descriptions of off-site fill or borrow volumes, locations, and methods of stabilization.<br>▪ Provisions for maintenance control measures, including type and frequency of maintenance, easements, and estimates of the cost of maintenance.<br>▪ Identification, including, address, and telephone number, if applicable, of the person |

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| | or legal entity which will have legal responsibility for maintenance of erosion control structures and measures during development and after development is completed.<br><br>▪ A written narrative description of proposed phasing of the construction activity, including stripping and clearing, rough grading and construction, and final grading and landscaping. Phasing should identify the expected date on which clearing will begin, the estimated duration of exposure of cleared areas, and the sequence of installation of sediment control measures, clearing and grading, installation of temporary soil stabilization measures, installation of storm drainage, street and parking area paving, final grading, and the establishment of permanent ground cover and the removal of temporary measures. |
| g. | Infrastructure Improvement Plans and Profiles which is labeled "Infrastructure Improvement Plan." Plan and profile views shall be shown on the same sheet using the same scale. The plan view shall be located at the top of the sheet with the corresponding profile shown below. Plans and profiles shall be prepared with (1) a horizontal scale between 1 inch equals 50 feet and 1 inch equals 20 feet and (2) a vertical scale with a 10 to 1 ratio to the horizontal scale. The City Engineer may approve alternate scales. The sheets comprising the Infrastructure Improvements Plan shall contain existing conditions, platted improvements, and phasing limits. The following information shall be provided:<br><br>▪ **Road and Utility Improvement Details**.<br><br>➢ Plan view: The location of proposed structures, roads, sidewalks within the road right-of-way, utilities, storm sewers, water mains and other impervious surfaces dimensioned and showing widths and offsets from the centerline; the centerline of proposed roadways with construction stationing at 100 foot intervals; complete horizontal curve data for proposed roads; intersection and right-of-way radii; topography of all berms, ponds, swales and drainage adjacent to the right-of-way line; the location, type, length, size and slope of proposed sanitary sewers, storm sewers and force mains, if any, together with all related structures, including rim, invert elevations and connections to off-site collection systems; the location and design of proposed sanitary sewer lift stations, if any; the location, type, length, and size of proposed water mains, together with all vaults, valves, hydrants, service boxes and connections to off-site distribution systems; and the location and design of any proposed wells, well houses, storage facilities, and similar water works; the type and inverts of all culverts with locations noted by station and station offset; the type and inverts of all flared end sections with locations noted by station and station offset.<br><br>➢ Profiles: The gradelines of existing and proposed centerlines; elevations of existing and proposed centerlines at corresponding stations; complete vertical curve data; complete storm sewer and sanitary sewer lines, water mains, culverts and utilities with percent of gradient; and the gradelines of existing and proposed swales lines on both sides of road.<br><br>▪ **Road Cross-sections**<br><br>➢ This sheet should be labeled "Road Cross-sections" and shall be prepared at a horizontal scale of 1 inch equals 10 feet and a vertical scale of 1 inch 5 feet and shall contain the information listed in the following two items. |

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| | ➢ Road cross-sections shall be provided at each 100-foot centerline station point, each crossroad culvert, and the center of proposed cul-de-sac and T-turnarounds.<br><br>➢ Road cross-sections shall show the existing ground elevation together with all engineered improvements within and under the road right-of-way. The road cross-sections shall show proposed ground elevations meeting existing ground elevation, whether inside or outside the right-of-way. |

***Commentary:***

*Items needed for plan and profile sheets are listed below and are required for all engineering plans. Depending on the type and complexity of a project, or based on new engineering practices and innovations, additional information may be required by the City Engineer.*

*For the plan portion:*

- □ *Centerline of proposed road with construction stationing at 100-foot intervals.*
- □ *Pavement widths and lane use (existing and proposed).*
- □ *Drainage (existing and proposed).*
- □ *Right-of-way and property lines (existing and proposed).*
- □ *Utilities (existing and proposed).*
- □ *Adjustments to utilities.*
- □ *Topography such as driveways, intersections, shoulders, trees, bush lines, berms, fences within and adjacent to the right-of-way line.*
- □ *All horizontal curve data*

*For the profile portion:*

- □ *Centerline of proposed road with construction stationing at 100-foot intervals.*
- □ *Elevations and grades (existing and proposed).*
- □ *Drainage systems, culverts, and inverts (existing and proposed).*
- □ *Ditch and swale flow lines.*
- □ *Existing and proposed centerline elevations at 100-foot intervals.*
- □ *All vertical curve data.*

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| h. | Construction Details and Specifications which shall be labeled "Construction Details and Specifications" and shall contain all notes, details and/or specifications required by these and other applicable City regulations and ordinances, and that are needed for the construction of the proposed subdivision/PUD and not provided elsewhere in the Final Engineering Improvement Plans. |
| i. | Written Engineering Report presented on 8.5 inch by 11 inch paper and bound into a report which includes:<br><br>▪ Contact information consisting of the names, addresses, and telephone numbers of all individuals and firms involved in the design and development of the subject subdivision/PUD, including, but not limited to, the developer, engineer, surveyor and landscape architect.<br><br>▪ Platted improvement information consisting of the average lot area and gross lot area, |

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| | the area of impervious surfaces, minimum and maximum lot areas, net lot area, number of dwelling units, and proposed uses.<br><br>▪ Site development information, including a statement which names the party legally responsible for maintenance of natural resource protection measures during construction and through the maintenance period. The statement shall contain the responsible party's name, address, and telephone number. This information shall also include a narrative statement of the sequencing of grading, soil disturbance, and construction activities, as well as the temporary and permanent natural resource protection measures to be implemented to mitigate any negative effects of grading and other construction activities, including supporting calculations, estimated schedule for installing, maintaining and removing both temporary and permanent structures and final stabilization and revegetation measures.<br><br>▪ A construction schedule in the form of a linear time scale identifying each critical task involved in the construction of the subdivision/PUD and the beginning and completion of each task in relation to each other task. Exact dates are not required during the review of the Final Engineering Plans; however, specific dates will be identified at the time of the preconstruction conference.<br><br>▪ An estimate of probable expenditures necessary to construct the proposed subdivision in full compliance with all applicable standards prepared by the engineer in the following order. If the subdivision/PUD is platted in phases, a separate cost estimate shall be prepared for each phase, including but not limited to those listed below:<br><br>➢ Mass grading and earthwork<br>➢ Drainage and stormwater management improvements<br>➢ Roadway improvements<br>➢ Sanitary sewer and water main improvements<br>➢ Landscape improvements<br>➢ Soil erosion, sediment control, and natural resource protection measures and practices<br>➢ Consulting services and inspections<br><br>▪ Specification text providing written specifications relating all work to be performed and material to be installed. The specification text shall be prepared in accordance with the Standard Specifications adopted by the Illinois Department of Transportation. |
| j. | Tree Replacement and Landscape/Planting Plan which shall be labeled "Tree Replacement and Landscape/Planting Plan," and shall comply with the standards of Section 8A.1.3, with Appendix JA, with applicable landscape standards adopted by the City Council, and shall include the following information:<br><br>▪ The location of proposed lots, road right-of-way and easements, including lot numbers and street names. If the subdivision will be platted in phases, the limits of each phase shall be indicated.<br><br>▪ The location of proposed structures, roads, sidewalks within road right-of-way and other impervious surfaces.<br><br>▪ The location of proposed parking lot landscape areas, together with the location number, species and size of landscape plant materials, and a parking lot landscape plant schedule. |

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| | ▪ The location of existing trees to be protected and their protection measures.<br><br>▪ Reforestation areas, if required, together with the location, number, species and size of landscape materials. |

***Commentary**:*
*Standards for landscape improvements can be found in the City of Woodstock Project Review Commission Standards and Regulations, adopted by the City Council on June 4, 2002, as amended from time to time. Standards for landscape improvements in the City's downtown area may be found in the Design Review Guidelines for Properties in the City of Woodstock Downtown Business Historic Preservation District, adopted by the City Council on June 4, 2002, as amended from time to time. These documents should be consulted to prior to preparation and submittal of any landscaping plans.*